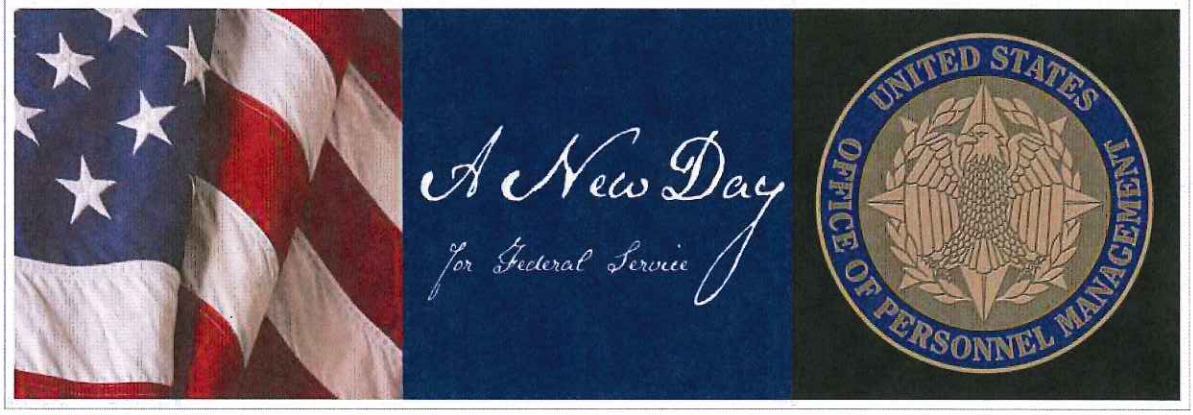
UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



CFC MEMORANDUM 2014-06 **September 30, 2014**

TO: **CFC PARTICIPATING CHARITIES**

FROM: **KEITH WILLINGHAM**
DIRECTOR, COMBINED FEDERAL CAMPAIGN

SUBJECT: **ADJACENT AND STATEWIDE PRESENCE**

In past years, local charities interested in participating in the Combined Federal Campaign (CFC) were required to submit an application to each campaign region where they may qualify. This required that charities become familiar with the addresses and application deadlines for each region as well as the requirements for demonstrating an adjacent or statewide presence. With the implementation of Universal Giving (see CFC Memorandum 2014-03), through which any CFC donor may contribute to any participating charity regardless of geographic location, the adjacent and statewide presence options have been removed from the CFC charity applications.

This change will reduce the burden on charities to apply for participation, as well as on the Federal employees responsible for the review of charity applications, while continuing to give Federal employees the option to make a pledge to any eligible charity through the CFC.

The 2015 CFC applications have been revised to require that each participating charity document that it has a substantial local presence in the campaign region to which it is applying. The CFC regulations define a substantial local presence as a staffed facility, office or portion of a

residence dedicated exclusively to the organization and available to members of the public seeking its services or benefits. The facility must be open at least 15 hours a week and have a telephone dedicated exclusively to the organization.

This change means that each organization may apply to the CFC only once. Each organization will apply through the campaign where it meets the local presence criteria. If approved, it will appear in the local campaign's paper Charity List and be made available to all Federal employees, regardless of their geographic location, via online CFC search engines.

Local federation applications have also been revised to require that each federation only include member organizations that meet the local presence criterion for the campaign to which it is applying. Federations cannot include organizations that qualify based only on adjacent or statewide presence.